



Xavier High School

Re-opening Protocols and Procedures

Xavier's Mission

St. Francis Xavier Catholic School System is a Christ-centered community dedicated to faith formation, academic excellence, community engagement, and individual growth of our students in a safe environment.

Goals for Re-Opening

1. To protect the mental, physical, emotional and spiritual health of students, families and staff
2. To maximize learning through flexible instructional models
3. To offer student life opportunities including athletics, fine arts, celebrations of faith, and extra-curricular activities
4. To support parents and families in developing young people who are safe, valued and loved

How Will Learning Take Place?

Given the potential for a changing local landscape in terms of COVID-19, Xavier High School will operate from one of three instructional models based on the guidance of the Appleton Health Department. Circumstances may dictate moving from one model to another throughout the year. Families and students are encouraged to be prepared to adjust accordingly. *As of July 15, we expect to begin the school year in the model of Hybrid Learning Days.*

Hybrid Learning Days

Hybrid Learning Days allow students to be in school and learn, while still requiring health protocols such as social distancing. On Hybrid Learning Days, all students are invited to attend school. Each student will spend half of a block receiving direct instruction from a teacher in a classroom with no more than 14 other students and the other half of the block in a social distant, supervised environment working on projects, homework and assessment for the class. This format will be repeated for each of the four blocks of the day. All classrooms will be arranged so that students are socially distanced from one another and all face the same direction to minimize risk.

Students and teachers will be required to wear masks at all times when social distancing is not possible. Only teachers can give permission for masks to be removed.

Learning Adjustments

- Physical Education, Choir and Band classes will be held outside when possible in order to maximize social distancing.
- Locker rooms will not be used during the school day, except for Physical Education classes.
- Students requiring Learning Services will have individual success plans developed for each instructional model.
- Students who are unable to attend class in person will be able to work with the teachers to arrange for live participation via Google Meet or to have recorded lessons shared.

Depending on changes in public health, the other instructional models being prepared for are e-learning and traditional learning.

E-learning Days

E-learning Days entail students to participate in e-learning from home. If the school itself must be closed, students will connect with teachers via Google Classroom during the time of day assigned to each class in a typical "X" schedule. Parents may view class outlines, assignments and expectations for live Google Meets via each teacher's Google Site (links available on the Xavier High School website). *E-learning Days will only take place if schools are forced to shut down as advised by the Appleton Health Department.*

When e-learning is in effect, students are required to participate in Google Meets from an appropriate learning environment, wearing appropriate attire, and focused on the class discussion. Examples of inappropriate participation would be participating from one's bed, not wearing school appropriate clothes during the Meet, or connecting to the Meet on one's phone while participating in a leisure activity.

Traditional Learning Days

Traditional learning days allow classes to return to normal, with full classes meeting for the entire block. Safety precautions will still be required. Small group work may be allowed. Some larger gatherings may be allowed, as the risk level from the virus would be identified as low by the Appleton Health Department.

Students and teachers will be required to wear masks at all times when social distancing is not possible. Only teachers can give permission for masks to be removed.

School Day Protocols

Arriving at School

All cars will be asked to enter the parking lot at the theatre parking lot and exit near the main entrance after circling the school. Parents of freshmen should use the concourse for dropoff before exiting at the end of the concourse.

All students who *arrive between 6:30 and 7:45* (8:15 on Mondays) should use Door 5 to enter the building.

Students will be asked to *enter school only through their assigned door between 7:45* (8:15 on Mondays) *and the start of the school day.*

Seniors - Door 17 (Band and choir hallway)

Juniors - Door 11 (Fitness Center entrance)

Sophomores - Door 1 (Theatre entrance)

Freshmen - Door 5 (Main entrance in concourse)

Upon arriving at the school, students must wear a mask at all times in hallways and common areas unless otherwise directed by faculty. Students who arrive before 7:45 should report to the assigned common area. At 7:45 (8:15 on Mondays), all students should report to their classrooms. Students who arrive in the final 15 minutes before the beginning of school should report directly to their classroom. Students will be supervised and should be observing social distancing.

Health Screening

When students arrive at school, they will be given a brief health check by faculty. The health check will frequently include a temperature check and a review of the following questions:

- Have you been in contact with a confirmed case of COVID?
- Are you experiencing a cough, shortness of breath or difficulty breathing, or a sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had muscle pains or chills?
- Have you had a new headache?
- Have you had nausea, vomiting or diarrhea?

Students who are sick should stay home from school. When calling your ill student in as absent, we ask that parents report the symptoms of the illness so that we can keep record.

Passing Time and Common Areas

Students are required to wear masks and observe social distancing while passing in the hallways. Hallways will be set as “one way” in order to minimize contact. Students must walk in the posted direction in all hallways. Passing time will be adjusted to reflect the increased walking time.

Bathrooms will be open, but students should maintain social distance, observe maximum capacity limits and be sure to use proper hand hygiene while in the bathroom (and at all times). Students leaving class to use the bathroom must follow the posted hallway directions.

Common areas will be used for students who are working on classwork when not assigned to their teacher’s room. Each class will have a designated common area in order to maximize the cohort effect and limit the student’s interaction with students from other grades. Social distancing and masks will be required in common areas unless otherwise directed by a faculty member.

End of the School Day

At the end of the school day, students should leave while maintaining social distance. Students who are waiting for a ride must meet in the commons and maintain social distance. No other parts of the building will be open after school unless supervised by a teacher, coach or moderator.

Lunch and Food Protocols

Lunch will be eaten in the classroom. Students may bring their own lunch or order a box lunch from the school lunch program. Orders must be made each morning by 8:45 via Google Doc and will be delivered to the student’s classroom at lunch.

If a student has an allergy, the student and family will alert the student’s third block teacher and the class will be informed that the space is an allergy zone and the specific food will be prohibited.

No food deliveries will be allowed during the first semester of the 2020-2021 school year, either at lunch or after school. If a student has food delivered, the delivery person will be turned away and the student may still be charged for the food.

Vending machines will not be accessible during the school day.

Visitors and Volunteers

In an effort to minimize contact, Xavier High School will not be allowing classroom or office volunteers for the first semester of the school year. Essential volunteers may still be admitted to work with the Advancement Team, but there will be no high school volunteers during the school day.

All visitors to school are required to be screened before entry and to wear a face mask at all times while in the school. Delivery and postal workers are not required to be screened (per DHS guidelines) but are required to wear a mask.

All parent visits will be held virtually as much as possible. Back to School Night, learning plan meetings, conferences with counselors and parent-teacher conferences will be held virtually unless permission is granted by administration for an exceptional circumstance.

School Events

Assemblies and all school events will not take place during the first term of the school year. Masses will be celebrated in small groups and large group meetings will be held virtually.

No field trips will be allowed for the first semester of the school year. Off campus events must be approved individually by administration.

No live concerts will take place during the first semester of the school year. Recorded concerts may be published if social distancing allows large groups of musicians to perform together.

Athletic and extra-curricular activities done outside of the school day are optional and will be allowed as authorized by the Appleton health Department. Policies for health, safety and transportation will be published in a separate document.

Our Catholic Identity

At the heart of our school's mission is our Catholic faith. We will integrate the faith into our school day regardless of instructional model. Key pieces include:

- Prayer at the beginning and end of the school day, during each class, and during lunch
- Mass offered weekly to classes and small groups as social distancing allows
- Koinonia groups to meet weekly to do faith sharing
- Service opportunities provided for students, both in school and outside of the school day
- Virtual experiences including retreats and prayers
- Spiritual and emotional support provided by both students and faculty

Orientation Days

Student orientation days will include the typical beginning of the year tasks (parking passes, school pictures) as well as a full orientation on student health procedures, including:

- Staying home when sick
- Proper mask-wearing technique
- Hand hygiene (hand washing, sanitizer)
- Social distancing expectations
- Attention to signs and directions around school
- Lunch in classroom - allergies
- Entry and exit procedures

Masks and Face Coverings

When face coverings are recommended due to public health circumstances, students are required to wear a face mask that covers nose and mouth. Coverings can be of any color or design, but students are not allowed to wear a mask that may be disruptive to the learning environment, including masks with political messages, violence or bloodshed, graphic depiction or innuendo. Administration reserves the right to confiscate a disruptive face covering and require the student to wear a school-provided mask.

An update regarding face shields:

According to the CDC, "It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings." As a result, Xavier faculty and staff will need to wear a cloth face mask underneath the face shield unless otherwise approved by administration.